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Reserve

SB-506(WR) California

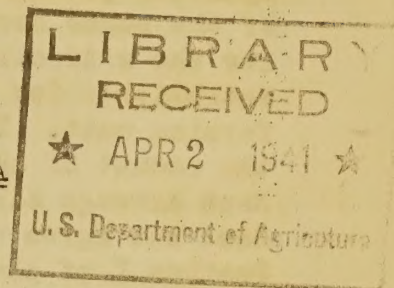
Issued March 20, 1941

UNITED STATES DEPARTMENT OF AGRICULTURE  
AGRICULTURAL ADJUSTMENT ADMINISTRATION

INSTRUCTIONS RELATIVE TO DETERMINATION  
OF PERFORMANCE UNDER THE PROVISIONS OF  
THE 1941 SUGAR BEET PROGRAM IN CALIFORNIA

(For use by County Committees)

PART I. GENERAL INSTRUCTIONS



The instructions set forth herein and in Instructions Relative to Determining Performance under the Provisions of the 1941 Agricultural Conservation Program in the Western Region will be used by State and county agricultural conservation committees in determining performance under the provisions of the 1941 sugar beet program. In counties where sugar beets are planted in 1941, farm supervisors and persons employed in the county office who will assist in carrying out the 1941 sugar beet program must become thoroughly familiar with the provisions of such program as outlined in determinations and other instructions.

The terms "farming unit" and "tract" as used in connection with the 1941 sugar beet program must be clearly understood. It should be noted that the definition of a "farming unit" is changed from the definition used under previous programs. A FARMING UNIT, as used herein, means all land which is farmed by an operator within a State. Moreover, if land in more than one State is farmed by one operator and if any of the work stock, farm machinery or labor which is used on land in one State, is also used on land in another State all of such land shall be considered as one farming unit. A TRACT means any portion of a farming unit on which a crop of sugar beets was planted for harvest in 1941 in which at least one producer has a different interest from that which he has in the sugar beet crop on any other such portion of the farming unit.

The farm supervisors who report performance with respect to the Agricultural Conservation Program will also report performance under the 1941 Sugar Beet Program. Measurement of sugar beet acreage shall be done as soon after planting as is practical. Whenever practicable, without delaying measurement of sugar beet acreage, such measurement may be made at the same time the inspection, if any, is made in connection with the Agricultural Conservation Program.

Form SB-517, Proportionate Shares or Acreage Allotments, which is used to list the names and addresses of operator-producers and the proportionate shares of sugar beet acreage for the farming units which they operate, will serve as a list of the farming units on which a determination of performance is necessary.

Form SB-502-California, Farming Unit Report, (hereinafter referred to as "SB-502") will be used to record data with respect to performance under the 1941 sugar beet program. Such form will be prepared in part by the farm supervisor and in part by the clerical assistants in the county office.



When visiting a farming unit, the farm supervisor should advise the operator-producer concerning the "proportionate share" condition for payment. If the sugar beets marketed from the farming unit (in terms of planted acreage) for the extraction of sugar exceed the proportionate share or acreage allotment established for such farming unit, no payment will be made with respect to the farming unit. The farm supervisor should ascertain from the operator-producer the amount of the proportionate share shown on the "Notice of 1941 Sugar Beet Acreage Allotment" which such operator-producer received. If such amount does not agree with the proportionate share which will have been entered in Section I of SB-502, the farm reporter will immediately notify the county committee of the discrepancy in order that the correct proportionate share may be determined.

In some cases, it may be necessary to make a second inspection of a farming unit. After each inspection, the farm supervisor shall return SB-502 to the county office, where necessary computations will be made.

## PART II. FIRST INSPECTION OF FARMING UNIT

The farm supervisor will be supplied with forms SB-502 for all sugar beet farming units and with the photo enlargement or black and white print of the farming units where such maps are available. Section I of SB-502 will have been executed by clerical assistants in the county office prior to the inspection.

In some cases, growers will have requested that the crop year for the purpose of determining performance under the sugar beet program, be the 12-month period beginning 120 days prior to the normal planting date for sugar beets for the community. The farm supervisor should be advised of such cases, provided the county committee has given approval.

When the farm supervisor visits a farming unit, he should interview the operator or some other responsible person who is able to furnish information regarding leasing arrangements, crop history and any other information necessary for the completion of SB-502.

The farm supervisor shall make and record all measurements which are necessary in order that the total planted acreage of sugar beets may be computed in the county office after deduction for fence rows, turn rows, permanent irrigation ditches, and large waste areas within the field which have not been planted to sugar beets. Areas which are to be excluded must be designated on the map and such measurements made and recorded as are necessary to compute the exclusions.

If the acreage of a field on which a farming practice has been carried out has not been entered on the map, the farm supervisor shall estimate the acreage of such field and shall enter his estimate on the map. However, if a farm supervisor is not certain that the acreage of farming practices is sufficient to meet the requirements of the program, he shall make linear and angular measurements of the fields on which such practices were carried out and shall enter such measurements on the map.



Where photo enlargements or black and white prints have not been prepared under the agricultural conservation program, a sketch map of the farming unit shall be drawn on the back of SB-502. The map need not be drawn to scale, but shall show linear and angular measurements of the fields on which sugar beets are planted, the relative size and location of fields and the field letters assigned to fields on which sugar beets were planted and on which farming practices were carried out.

PREPARATION OF SB-502. Entries made on SB-502 by clerical assistants in the county office before the farm supervisor visits a farming unit shall be made with red pencil and entries made by the farm supervisor during the first inspection of a farming unit shall be made with black pencil.

Entries to be made in County Office. Before the farm supervisor visits the farming unit, the clerical assistant in the county office shall make the following entries on SB-502.

- (1) Farming unit serial number to be taken from SB-517.
- (2) The name of the beet sugar factory or factories. A list of the growers contracting with each factory may be obtained from the sugar company.
- (3) The name and address of the operator of the farming unit, to be taken from SB-517.
- (4) The proportionate share or acreage allotment, to be taken from SB-517.
- (5) Size of farming unit and acres of cropland to be taken from ACP records.
- (6) The location of the farming unit to be taken from the latest ACP records.

If these records are not correct, they shall be changed by the farm supervisor.

Section II. The farm supervisor will enter in column (a) the worksheet numbers of numbers of the tract or tracts on which sugar beets are planted. In some cases it may be more convenient to use the farm number on the photo enlargement as an identification of the different tracts.

Enter in column (b) the 1941 field letter or letters for the fields planted to sugar beets in 1941. In assigning field letters, any acreage of sugar beets consisting of one continuous block shall be considered as a field. Any abandoned sugar beet acreage consisting of one continuous block shall also be considered as a field. All field letters for one tract shall be entered on the same line.



The farm supervisor will make no entries in columns (c) and (d).

If the operator reports an acreage of sugar beets planted for any purpose other than for harvest for the production of sugar, such acreage shall be measured separately, identified separately, and the proposed method of use shall be indicated. Such acreage shall be included in a separate field and on a separate line in Section II.

The name and address of each landlord who is entitled to a percentage share in the sugar beet crop shall be entered in columns (e) and (f), and the percentage share of each landlord, as specified in the lease or operating agreement, shall be entered in column (g). The operator's share shall be entered in column (h) on each line. In the case of a cash-rented or owner-operated tract, the words "cash-rented" or "owner-operated" shall be written across columns (e) and (f) on the appropriate line.

If, at the time the farm supervisor makes the first inspection of the farming unit, the operator-producer reports that there has been an acreage of sugar beets abandoned, the farm supervisor shall determine the field or fields which have been abandoned, shall make and record the necessary measurements, shall enter the appropriate field letters in the space provided beneath the table in Section II, and shall enter the cause of such abandonment in the next succeeding space. All causes of abandonment must be entered, even though the cause may have been negligence on the part of the producer. (The farm supervisor shall ask the producer to notify the county office of any abandonment of sugar beet acreage after the date of the first inspection.)

Section III. The farming practices for which credit will be given are listed in Section III. Such practices must have been carried out on land adapted to sugar beet production. In determining whether a field is adapted to sugar beet production, the farm supervisor shall take into consideration the cropping history of such acreage, availability of water, topography, and type of soil.

The farm supervisor shall list in Section III all soil-conserving practices carried out on the farming unit in the 1941 crop year.



Separate spaces have been provided for listing data with respect to the various practices which may be used to qualify a farming unit for a sugar beet payment. The farm supervisor shall enter the names of crops, estimated acreages on which practices were carried out, field letters, worksheet numbers, and the indicated data with respect to application of animal manure, leguminous crop residues, lime, gypsum or sulphur, and commercial fertilizer. In item 5 (a), if two or more kinds of animals are kept on a farming unit, the data with respect to each kind shall be entered on corresponding lines. Care should be taken to avoid duplication in reporting the application of animal manure. For example, if manure applied to a farming unit was produced by livestock kept on the farm, entries shall be made in the spaces in item 5 (a). If manure is purchased for application on the farming unit, the entry shall be made in item 5 (b). The farm supervisor must make certain that there is reported in item 5 (a) only such livestock as are pastured on land adapted to the production of sugar beets or that the manure from such animals is spread on land adapted to the production of sugar beets.

In making an entry in item 7 in the case of gypsum, the farm supervisor should indicate the total quantity (pounds) of gypsum applied and also the sulphur content in terms of percentage of available sulphur.

The farm supervisor will make no entries in column (e).

Section IV. If any sugar beets were planted on the farming unit on rented acreage which would otherwise be part of another farming unit, enter "Yes" in the space provided, and in the second space enter the worksheet numbers of the "other" farming unit or units.

If the answer to the question in Section IV is "Yes", the farm supervisor shall determine, if possible, whether the acreage of practices carried out on the farming unit and reported in Section III is sufficient to meet the requirement for the acreage of sugar beets entered in Section II, exclusive of beets planted for purposes other than for harvest for the production of sugar. If it is obvious that the acreage of practices is sufficient to meet the requirement, no steps need be taken to report practices carried out on the "other" farming unit, of which the rented acreage would otherwise be a part. However, if it appears that additional practices may be necessary to meet such requirement, the farm supervisor shall determine if any sugar beets were planted on the balance of the "other" farming unit in 1941. If sugar beets were planted on the balance of the "other" farming unit, an SB-502 will be prepared in connection with the determination of performance on such "other" farming unit. However, if no sugar beets were planted on the balance of the "other" farming unit, Sections I and III of another SB-502, should be prepared for the balance of the "other" farming unit and attached to the SB-502 for the farming unit on which performance is being determined.

In determining whether rented acreage included in any farming unit may



be considered as rented acreage which would otherwise be part of another farming unit, the farm supervisor shall take into consideration the existing leasing arrangements with respect to such rented acreage as well as the leasing arrangements in previous years. Acreage which is customarily rented out from year to year to different operators would not be considered as acreage which would otherwise be part of the "other" farming unit. On the other hand, if acreage which is rented is normally included in the "other" farming unit in a regular rotation practice, such rented acreage would be considered as acreage which would otherwise be part of such "other" farming unit.

Section VI. The table in Section VI of SB-502 is provided for recording the crop history of the fields on which 1941 sugar beets are planted for harvest for the production of sugar. The information must be obtained from the operator of the farming unit or some other responsible individual who is familiar with the farming operations on the farming unit. In column (1) the supervisor shall enter the worksheet number of the tract. In column (2) shall be entered the field letter of the sugar beet field, and in column (3) shall be entered the acreage in the field. It may be necessary in some instances to divide a field reported in column (c) of Section II into several fields for purposes of completing the table if the history for the past three years has been different for different parts of the field.

In columns (4), (5) and (6) there shall be reported the crops grown in each of the last three years, respectively, for each field or part of a field with a different history. No entries shall be made in column (7) by the farm supervisor.

Section V. When the first inspection of the farming unit is completed the farm supervisor should review the entries made on SB-502 and must sign and enter the date of inspection in the spaces provided in Section V.

When Section V, as well as the balance of SB-502 is completed, the farm supervisor shall forward such SB-502 to the county office, together with any other pertinent information or evidence with respect thereto.

PART III. ENTRIES TO BE MADE ON SB-502  
IN COUNTY OFFICE AFTER FIRST INSPECTION

When the farm supervisor has completed the first inspection of a farming unit and has forwarded SB-502 to the county office, clerical assistants in the county office shall immediately check such form to determine that all necessary data have been entered by the farm supervisor. If SB-502 is incomplete or if there is reason to doubt the accuracy of any entries, such form shall be returned to the farm supervisor for correction or completion unless the omission or error is of minor importance and it is determined that an additional inspection of the farming unit is necessary, in which event such form need not be corrected or completed until further inspection is made. All entries made in the county office by clerical assistants shall be made with red pencil.



Section II. The clerical assistant shall enter the correct acreage figures in column (c). Only one acreage figure will be entered in column (c) on each line.

No entries shall be made in column (d) until the final inspection of the farming unit is completed or until all abandoned acreage has been determined.

If sugar beet acreage on a farming unit was abandoned, the total acreage in the field or fields which were abandoned shall be entered in the space provided beneath the table in Section II.

In calculating the acreage planted to sugar beets on a farming unit, care should be exercised to exclude any substantial waste area not planted to beets, including fence rows, turn rows, and permanent ditches in the fields as indicated by the farm supervisor on the map. The farm supervisor should have designated the areas to be excluded on the photo enlargement, the black and white print, or the sketch map, as the case may be.

Acreage data which may have been determined by a sugar company representative shall not be used in Section II. However, if data determined by the sugar company are available, such data shall be compared with the acreage data determined as set forth herein. If there is a substantial difference in the acreage of sugar beets on a farming unit under the two measurements, the farm supervisor shall be requested to remeasure the sugar beet acreage and the clerical assistant shall calculate the acreage on the basis of such measurements for entry on SB-502.

When the correct acreage figures for the various fields have been entered in column (c), such column shall be totaled and the total shall be compared with the proportionate share for the farming unit, as entered in the first line of Section I of SB-502. In the event the planted acreage of sugar beets is in excess of the proportionate share for the farming unit, a letter similar to the following shall be prepared immediately and forwarded to the operator-producer of such farming unit:

Dear Mr. \_\_\_\_\_:

It has been determined that the acreage planted to sugar beets on the farming unit which you are operating in 1941 is \_\_\_\_\_ acres, which is \_\_\_\_\_ acres in excess of the proportionate share or acreage allotment of \_\_\_\_\_ acres which was established for the farming unit.

One of the conditions for payment under the sugar beet program is that the sugar beets marketed (in terms of planted acres) for the extraction of sugar shall not exceed the proportionate share for the farming unit. Therefore, if you desire to receive a conditional payment, you will be permitted to harvest for market for the extraction of sugar only the acreage specified above as your proportionate share.



You will be permitted to dispose of the acreage in excess of your proportionate share by tillage operations, or you may elect to harvest for feed or abandon the excess acreage. You will be required to prove conclusively to the county committee that the excess acreage is actually harvested for feed, abandoned or disposed of by tillage operations, before you will be permitted to execute an application for 1941 sugar beet payment.

Very truly yours,

\_\_\_\_\_  
County Committee

By \_\_\_\_\_

The operator shall be permitted to dispose of the acreage in excess of the proportionate share in one of three ways: (1) by tillage operations, (2) by feeding to livestock, or (3) by abandoning the acreage. However, an operator shall not be permitted to dispose of excess acreage by abandoning small scattered areas in his fields.

It will be the responsibility of the operator to prove to the county committee that the excess acreage is properly disposed of. It will be necessary to make further inspections on farming units which have excess acreage in order that the county committee can be sure that the production from the excess acreage is not harvested for market for the extraction of sugar.

Section III. The clerical assistants in the county office will enter in the appropriate spaces in column (b) of Section III the correct acreages of the fields identified by the field letters in column (c). If the acreage in a field which has been devoted to a farming practice has been previously calculated and if the boundaries of such field have not been changed, the acreage previously calculated for such fields shall be used. If the acreage has not been calculated, the farm supervisor's estimate of such acreage shall be used unless there is doubt as to whether the acreage of farming practices carried out on the farming unit is sufficient to meet the farming practice requirements, in which event the acreage in such fields shall be calculated and entered above the farm supervisor's estate in column (b); such estimated acreage shall be encircled.

When the correct acreage devoted to farming practices has been entered, the number of "acres credit" shall be entered in column (e) of Section III. For items (1), (3), and (4) the number of acres credit will be the actual acreage devoted to each practice. For item (2) the number of acres credit will be obtained by multiplying the acreage seeded by 2.



In item (5) in many instances there will be an entry only in one of items (a) and (b). If there are entries in both (a) and (b), the farm supervisor shall be questioned to determine that there is no duplication. If entries are made in item 5 (a) the number of acres credit will be determined by multiplying the number of animals of each kind by the number of months such animals were kept on the farming unit, dividing the resultant product by 2, 4, or 10, depending upon the kind of animals, and then dividing by 12. If an entry has been made in item 5 (b), the number of acres credit will be determined by dividing the total number of tons of animal manure applied by 8.

If an entry was made in item 6, the number of acres credit for such practice to enter in column (e) shall be obtained by dividing such entry by 8.

If an entry was made in item 7, the number of acres credit for such practice to be entered in column (e) shall be obtained by dividing such entry by 3 in the case of lime. In the case of gypsum, multiply the total quantity (pounds) of gypsum by the percentage figure which shows the available sulphur content, and then divide by 180 to obtain the number of acres credit. In the case of sulphur, divide the total quantity (pounds) of available sulphur by 180 to obtain the acres credit.

If entries have been made in item (8), the number of acres credit for such practice to be entered in the space provided shall be obtained by multiplying the total quantity (pounds) of fertilizer applied to the 1941 sugar beet fields by the percentage of available plant food as indicated by the analysis of the fertilizer, and then dividing the total weight of available plant food by 75. For example, if it is determined that 8,000 pounds of a fertilizer of 21-0-0 analysis were applied to land on which 1941 sugar beets were planted, the number of acres credit to be entered in column (e) would be 22.4 obtained by multiplying 8,000 by 21% and dividing by 75.

If entries have been made in item 9, the number of acres credit for such practice to be entered in column (e) shall be obtained by multiplying the total quantity (pounds) of commercial fertilizer applied to the 1941 sugar beet fields or to old stands or new seedings of perennial or biennial legumes or perennial grasses by the percentage of available  $P_2O_5$  as indicated by the analysis of the fertilizer, and then dividing the total weight of available  $P_2O_5$  by 64. For example, if it is determined that 6,000 pounds of fertilizer of 0-48-0 analysis were applied as specified above, the number of acres credit to be entered in column (e) would be 45.0 obtained by multiplying 6,000 by 48% and dividing by 64.

If there is insufficient space in items 1 to 9, inclusive, to list all practices carried out on the farming unit, the description of such practices shall be entered in lines 10 and 11.

Enter in item 12, column (e) the total of the "acres credit" for all practices carried out on the farming unit for which data are entered in Section III.



SUMMARY OF FARMING PRACTICES. When Section III of SB-502 has been completed, the clerical assistant shall determine whether sufficient farming practices have been carried out to meet the requirement. If the entry in item 12 of Section III of SB-502 equals or exceeds the total of column (c) of Section II of such SB-502, after deducting for any excess acreage of sugar beets not planted for harvest for the production of sugar, the farming practice requirement will be deemed to have been met with respect to the farming unit covered by such SB-502. If the entry in item 12 of Section III is less than the total of column (c) of Section II, as indicated above, column (7) of the table in Section VI shall be completed and totaled. Column (3) of such table shall also be totaled. The total of column (3) must equal the total of column (c) of Section II after deducting excess acreage. The clerk in the county office shall check the entries in the table with respect to the history of the different fields against any available records in the county office.

Make entries in column (7) of such table as follows:

- (1) For any field or part of a field on which no sugar beets were planted in 1938, 1939, or 1940, and on which a perennial legume was produced in 1938 or on which any legume was produced in 1939 or 1940, enter in column (7) one-half of the entry in column (3)
- (2) For any field or part of a field on which no sugar beets were planted in 1939 or 1940 and on which a legume was produced in 1939 or 1940, enter in column (7) three-fourths of the entry in column (3).
- (3) For any other field or part of a field, enter in column (7) the same acreage that appears in column (3).

Column (7) shall be totaled. If the entry in item 12 of Section III equals or exceeds such total, the farming practice requirement will be deemed to have been met.

If the entry in item 12 of Section III is less than the total of column (7) of Section VI and if the farming unit is in Area 1 (which includes all counties east of the west borders of Contra Costa, San Joaquin, Stanislaus, Merced, Fresno, Kings and Kern Counties, and north of the south borders of Kern and Inyo counties), it is possible that the farming practice requirement may be met with a smaller acreage of practices, provided such requirement is met entirely with the practices listed in items 1, 2, 3, and 4 of Section III of SB-502. To determine whether a farming unit in Area 1 has met the requirement under this special provision, make additional entries in column (7) of the table in Section VI of SB-502, but do not cross out entries previously made. Distinguish between the two sets of entries by encircling the last set made. Determine the new entries as follows:



- (1) For any field or part of field on which no sugar beets were planted in 1938, 1939, or 1940 and on which a perennial legume was produced in 1938, or on which any legume was produced in 1939 or 1940, enter in column (7) one-third of the entry in column 3.
- (2) For any field or part of field on which no sugar beets were planted in 1939 or 1940 and on which a legume was produced in 1939 or 1940, enter in column (7) one-half of the entry in column (3).
- (3) For any field or part of field on which no sugar beets were produced in 1938, 1939, or 1940, enter in column (7) one-half of the entry in column 3, regardless of whether a legume was produced during such years.
- (4) For any field or part of field on which no sugar beets were produced in 1939 or 1940, enter in column (7) two-thirds of the entry in column (3), regardless of whether a legume was produced during such years.
- (5) For any other field or part of field, enter in column (7) the same acreage that appears in column (3).

The encircled entries in column (7) shall be totaled. If the sum of items 1, 2, 3, and 4 in column (e) of Section III equals or exceeds such total, the farming practice requirement will be deemed to have been met.

If the acreage of farming practices is insufficient to qualify the farming unit for payment under the foregoing procedure and the answer to the question in Section IV is "no", the operator should be notified to carry out additional practices if he wishes to qualify his farming unit for a 1941 sugar beet payment.

If the acreage of farming practices is insufficient to qualify the farming unit for payment under the foregoing procedure and if the answer to the question in Section IV is "yes," the farming practices on the "other" farming unit of which the rented acreage in the farming unit under consideration would otherwise be a part shall be summarized as follows:

- (1) If another copy of SB-502, on which the practices carried out on the balance of the "other" farming unit are listed in Section III, is attached to the SB-502 which is being summarized, Section III of such other SB-502 shall be completed in the same manner as such section was completed for the SB-502 under consideration.



- (2) If another copy of SB-502 is not attached to the SB-502 under consideration and if the answer to the question in Section IV is "yes", it may be assumed that sugar beets were planted on the balance of the "other" farming unit and the SB-502 prepared for such "other" farming unit shall be obtained, and both forms SB-502 shall be considered in summarizing the farming practices for the farming unit.
- (3) Determine the acreage of farming practices carried out on the "other" farming unit in excess of the farming practices required to qualify any sugar beet acreage on such "other" farming unit. If the farming unit under consideration is in Area 1, and if the special practice requirement for Area 1 is being used, determine only the acreage of practices listed in items (1), (2), (3), and (4) of the SB-502 for the "other" farming unit in excess of the acreage of such practices required for the "other" farming unit.
- (4) Determine the sugar beet acreage on the rented land which would otherwise be part of the "other" farming unit.
- (5) Determine from the table in Section VI of SB-502 the acreage of practices required to qualify the acreage determined under (4).
- (6) Determine the amount by which the acreage determined under (5) exceeds 25% of the acreage determined under (4).
- (7) Determine the smaller of the acreage obtained under (3) and the acreage obtained under (6).
- (8) If the acreage determined under (7) plus the entry in item 12 of Section III of the SB-502 under consideration equals or exceeds the total of the applicable entries in column (7) of the table in Section VI of SB-502, the farming practice requirement with respect to the farming unit will be deemed to have been met.

#### PART IV. SECOND INSPECTION OF FARMING UNIT

If it is determined that: (a) an error may have been made in measurement of sugar beet acreage on a farming unit, (b) sugar beet acreage on a farming unit was abandoned subsequent to the first inspection of such farming unit, (c) there was planted acreage on the farming unit in excess of the proportionate share, (d) the farming practices with respect to a farming unit are not sufficient to meet the requirement, or (e) the original inspection was made at a date so early that it would have been possible to plant additional sugar beets after such inspection, it will be necessary for the farm supervisor to make a second inspection.



When making the second inspection, the farm supervisor will take with him the photo enlargement, the black and white print or map, and the SB-502 which he prepared during his first inspection of the farming unit.

All entries which are made on SB-502 during the second inspection of the farming unit should be made with colored pencil. Any color other than black or red will be satisfactory.

If sugar beet acreage was abandoned subsequent to the first inspection of the farming unit, the farm supervisor will enter appropriate data (including reasons for abandonment) with respect to such acreage in the space beneath the table in Section II

To supplement reports from producers with respect to abandonment of sugar beet acreage, the county office should contact the fieldman of the sugar company to determine the farming units on which sugar beet acreage has been abandoned since the first inspection, and the farm supervisor shall make a second inspection of such farming units. The farm supervisor shall also make a second inspection of farming units in any area where there is reason to believe there may have been some unreported abandonment of sugar beet acreage.

If the inspection is being made for the reason that there was planted on the farming unit an acreage of sugar beets in excess of the proportionate share for the farming unit, the county committee will have advised the operator-producer prior to the farm supervisor's visit that it will be necessary that he destroy or abandon the excess acreage or use such acreage for feed. The exact acreage which has been disposed of must be clearly indicated on the map of the farming unit and measurements of such acreage must be made and recorded. The number of excess acres and the method of disposal shall be entered in the space provided beneath the table in Section II, and any further information regarding such acreage shall be recorded on the back of SB-502.

If the acreage of farming practices which has been listed is insufficient to meet the requirement, the farm supervisor will determine whether any additional farming practices have been carried out subsequent to the first inspection. If so, such practices shall be listed in Section III of SB-502 in the manner outlined in Part II of those instructions.

When the farm supervisor has completed the second inspection of the farming unit and has reviewed the data which he has entered in SB-502, he shall sign and enter the date of the second inspection in the spaces provided in Section V of the form.



PART V. COMPLETION OF SB-502 IN COUNTY OFFICE

When the farm supervisor has completed the second or subsequent inspection of a farming unit and has forwarded SB-502 to the county office, clerical assistants in the county office shall complete such form.

If acreage on the farming unit was abandoned subsequent to the first inspection, information with respect to such abandonment should appear beneath the table in Section II. The clerical assistant should make such calculations as are necessary from the measurements taken by the farm supervisor to determine the exact acreage abandoned and shall enter such acreage figure in the space provided beneath such table.

When it is determined that no further inspection of the farming unit is necessary, entries shall be made in column (d) of Section II and such column shall be totaled. In no event shall the total of column (d) plus the total abandoned acreage and any excess acreage which was disposed of, as indicated in the spaces provided beneath the table, exceed the total of column (c).

If additional farming practices have been carried out on the farming unit and have been reported in Section III of SB-502, the acres credit for such practices shall be entered in column (e) of Section III, a new total shall be inserted in item 12, column (e), and farming practices shall be summarized in the manner outlined in Part III of these instructions.

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7.42  
Ad 456  
SB-506 (NCR)

Reserve

Issued April 22, 1941.

UNITED STATES DEPARTMENT OF AGRICULTURE  
AGRICULTURAL ADJUSTMENT ADMINISTRATION

INSTRUCTIONS RELATIVE TO DETERMINATION OF  
PERFORMANCE UNDER THE PROVISIONS OF THE  
1941 SUGAR BEET PROGRAM IN THE NORTH  
CENTRAL REGION

(For Use by County Committees)

PART I. GENERAL INSTRUCTIONS

LIBRARY  
RECEIVED

★ MAY 15 1941 ★

U. S. Department of Agriculture

The instructions set forth herein and in NCR-515, "Instructions for Determining Performance Under the 1941 Farm Programs," will be used by State and county agricultural conservation committees in determining performance under the provisions of the 1941 sugar beet program.

The terms "farming unit" and "tract" as used in connection with the 1941 sugar beet program must be clearly understood. It should be noted that the definition of a "farming unit" is changed from the definition used under previous programs. FARMING UNIT means all land which is farmed by an operator within a State. Moreover, if land in more than one State is farmed by one operator and if any of the work stock, farm machinery, and labor which is used on the land in one State is also used on land in another State, all of such land shall be considered as one farming unit. A TRACT means any portion of a farming unit on which a crop of sugar beets was planted for harvest in 1941 in which at least one producer has a different interest from that which he has in the sugar beet crop on any other such portion of the farming unit.

The farm reporters who report performance with respect to the agricultural conservation program will also report performance under the 1941 sugar beet program on SB-502, Farming Unit Report. Whenever practicable, the inspection of a farming unit in connection with the sugar beet program should be made at the same time the inspection, if any, is made in connection with the agricultural conservation program.

Although a separate check of performance will be made with respect to the labor provisions of the program, farm reporters should advise all farm operators regarding both the child labor and minimum wage provisions, and in the event a violation of either provision is observed by the farm supervisor, he shall report such violation to the county committee.

The operator-producer should also be advised concerning the "proportionate share" condition for payment. If the sugar beets marketed from the farming unit (in terms of planted acreage) for the extraction of sugar exceed the proportionate share or acreage allotment established for such farming unit, no payment will be made with respect to the farming unit.

Form SB-517, Proportionate Shares or Acreage Allotments, which is used to list the names and addresses of operator-producers and the proportionate shares



of sugar beet acreage for the farming units which they operate, will serve as a list of the sugar beet growers on whose farming units a determination of performance is necessary.

Entries to be Made on SB-502 in County Office. Before the farm reporter visits the farming unit, the clerical assistant in the county office shall make the following entries in red on SB-502.

- (1) Farming unit serial number, to be taken from SB-517.
- (2) Aerial photo number or map number to be taken from ACP records.
- (3) The name of the beet sugar factory or factories.
- (4) The name and address of the operator of the farming unit, to be taken from SB-517
- (5) The proportionate share or acreage allotment, to be taken from SB-517.
- (6) Size of farming unit, to be taken from ACP records.
- (7) The location or legal description of the farming unit, to be taken from the latest ACP records.

## PART II. FIRST INSPECTION OF FARMING UNIT

The farm reporter will be supplied with forms SB-502 for all sugar beet farming units and with an aerial cut-out. If an aerial cut-out is not available a photo enlargement or tracing of the farming unit will be used.

The farm operator shall make and record any measurements which are necessary in order that the acreage of sugar beets may be determined in the county office after deducting for fence rows, turn rows, permanent irrigation ditches and large waste areas within the field which have not been planted to sugar beets.

If the acreage of a field on which a farming practice has been carried out has not been entered on the map, the farm reporter shall estimate the acreage of such field and shall enter his estimate on the map. However, if a farm reporter is not certain that the acreage of farming practices is sufficient to meet the requirements of the program, he shall make linear and angular measurements of the fields on which such practices were carried out and shall enter such measurements on the map.

Where aerial cut-outs, photo enlargements, or tracings have not been prepared under the agricultural program, a sketch map of the farming unit shall be drawn on the back of SB-502. The map need not be drawn to scale, but shall show linear and angular measurements of the fields on which sugar beets are planted, the relative size and location of fields and the field letters assigned to fields on which sugar beets were planted and on which farming practices were carried out.



PREPARATION OF SB-502, FARMING UNIT REPORT. Entries made by the farm reporter during the first inspection of a farming unit shall be made with black pencil. If any of the data entered in Section I by the county office (except the allotment entry) are incorrect, the reporter shall correct such entries.

Section II. The farm reporter will enter in column (a) the ACP farm number or numbers of the tract or tracts on which sugar beets are planted.

Enter in column (b) the 1941 field letter or letters for the fields planted to sugar beets in 1941 for the production of sugar. In assigning field letters, any acreage of sugar beets consisting of one continuous block shall be considered as a field. Any abandoned sugar beet acreage consisting of one continuous block shall also be considered as a field. All field letters for one tract shall be entered on the same line.

If the operator reports an acreage of sugar beets planted for any purpose other than for harvest for the production of sugar, such acreage shall be measured separately, identified separately, and the proposed use shall be indicated. Such acreage shall be included in a separate field and on a separate line in Section II.

After field letters have been entered in column (b), the farm reporter shall enter in column (c) his estimate of the acreage included in each field of sugar beets. Such estimate shall be made after discussing the matter with the operator or his representative. If more than one field letter appears on the same line in column (b), a separate estimate shall be made for each field and such estimates entered in column (c), separated by commas, in the same order as the field letters appear in column (b). If the acreage in a field has been computed from previous measurements and is known to the reporter, he shall enter such known acreage in column (c) instead of an estimate.

The reporter will make no entries in columns (d) and (e).

The name and address of each landlord who is entitled to a percentage share of the sugar beet crop shall be entered in columns (f) and (g), and the percentage share of each landlord, as specified in the lease or operating agreement, shall be entered in column (h). The operator's share shall be entered in column (i) on each line. In the case of a cash-rented or owner-operated tract, the words "cash-rented" or "owner-operated" shall be written across columns (f) and (g) on the appropriate line.

If, at the time the farm reporter makes the first inspection of the farming unit, the operator-producer reports that there has been an acreage of sugar beets abandoned, the farm reporter shall determine the field or fields which have been abandoned, shall make and record the necessary measurements, shall enter the appropriate field letters in the space provided beneath the table in Section II, and shall enter the cause of such abandonment in the next succeeding space. All causes of abandonment must be entered, even though the cause may have been negligence on the part of the producer. (The farm reporter shall ask the producer to notify the county office of any abandonment of sugar beet acreage after the date of the first inspection.)

Section III. The farming practices for which credit will be given are



listed in Section III. Such practices must have been carried out on land adapted to sugar beet production. In determining whether a field is adapted to sugar beet production, the farm reporter shall take into consideration the cropping history of such acreage, availability of water, topography, and type of soil.

The farm reporter need list in Section III only sufficient practices to meet the requirements of the program with respect to planted sugar beet acreage.

Separate spaces have been provided for listing data with respect to the various practices which may be used to qualify a farming unit for a sugar beet payment. The farm reporter shall enter the names of crops, estimated acreages on which practices were carried out, field letters, ACP farm numbers, and the indicated data with respect to application of animal manure and commercial fertilizer. In item 5 (a), if two or more kinds of animals are kept on a farming unit, the data with respect to each kind shall be entered on corresponding lines. Care should be taken to avoid duplication in reporting the application of animal manure. For example, if manure applied to a farming unit was produced by livestock kept on the farm, entries shall be made in the spaces in item 5 (a). If manure is purchased for application on the farming unit, the entry shall be made in item 5 (b). The farm reporter must make certain that there is reported in item 5 (a) only such livestock as are pastured on land adapted to the production of sugar beets or that the manure from such animals is spread on land adapted to the production of sugar beets.

If there is insufficient space in items 1 to 6, inclusive, to list all practices carried out on the farming units, the description of such practices shall be entered in lines 7 and 8.

The farm reporter will make no entries in column (e).

Section IV. If any sugar beets were planted on the farming unit on rented acreage which would otherwise be part of another farming unit, enter "Yes" in the space provided, and in the second space enter the ACP farm numbers of the "other" farming unit or units.

If the answer to the question in Section IV is "Yes," the farm reporter shall determine, if possible, whether the acreage of practices carried out on the farming unit and reported in Section III is sufficient to meet the requirements for the estimated acreage of sugar beets as entered in Column (c) of Section II. If it is obvious that the acreage of practices is sufficient to meet the requirement, no steps need be taken to report practices carried out on the "other" farming unit, of which the rented acreage would otherwise be a part. However, if it appears that additional practices may be necessary to meet such requirement, the farm reporter shall determine if any sugar beets were planted on the balance of the "other" farming unit in 1941. If sugar beets were planted on the balance of the "other" farming unit, an SB-502 will be prepared in connection with the determination of performance on such "other" farming unit. However, if no sugar beets were planted on the balance of the "other" farming unit, Sections I and III of another SB-502 should be prepared for the balance of the "other" farming unit and attached to the SB-502 for the farming unit on which performance is being determined.



In determining whether rented acreage included in any farming unit may be considered as rented acreage which would otherwise be part of another farming unit, the farm reporter shall take into consideration the existing leasing arrangements with respect to such rented acreage as well as the leasing arrangements in previous years. Acreage which is customarily rented out from year to year to different operators would not be considered as acreage which would otherwise be part of the "other" farming unit. On the other hand, if acreage which is rented is normally included in the "other" farming unit in a regular rotation practice, such rented acreage would be considered as acreage which would otherwise be part of such "other" farming unit.

Section V. Certification of Farm Reporter and Operator. When the first inspection of the farming unit is completed the farm reporter should review the entries made on SB-502 and must sign and enter the date of inspection in the spaces provided. The operator from whom the reporter obtained the information should sign also. If the operator is not available, the reporter should obtain the signature of some other responsible individual familiar with the farming operations on the farming unit.

PART III. ENTRIES TO BE MADE ON FARMING UNIT REPORT  
IN COUNTY OFFICE AFTER FIRST INSPECTION

When the farm reporter has completed the first inspection of a farming unit and has forwarded SB-502 to the county office, clerical assistants in the county office shall immediately check such form to determine that all necessary data have been entered by the farm reporter. All entries made in the county office by clerical assistants shall be made with red pencil.

Section II. The clerical assistant shall draw a line through the entries made in column (c) of Section II by the farm reporter and shall enter the correct acreage figures in column (d). Only one acreage figure will be entered in column (d) on each line.

No entries shall be made in column (e) until the final inspection of the farming unit is completed or until all abandoned acreage has been determined.

If sugar beet acreage on a farming unit was abandoned, the total acreage in the field or fields which were abandoned shall be entered in the space provided beneath the table in Section II.

In calculating the acreage planted to sugar beets on a farming unit, care should be exercised to exclude any substantial waste area not planted to beets, including fence rows, turn rows, and permanent ditches in the fields.

Acreage data which may have been determined by a sugar company representative shall not be used in Section II. However, if data determined by the sugar company are available, such data shall be compared with the acreage data determined as set forth herein. If there is a substantial difference in the acreage of sugar beets on a farming unit under the two measurements, the farm reporter shall be



requested to remeasure the sugar beet acreage and the correct acreage shall be determined for entry on SB-502.

When the correct acreage figures for the various fields have been entered in column (d), such column shall be totaled and the total planted sugar beet acreage entered in the space provided. The result shall be compared with the proportionate share for the farming unit, as entered in the first line of Section I of SB-502. If the planted acreage of sugar beets is in excess of the proportionate share for the farming unit, a letter similar to the following shall be prepared immediately and forwarded to the operator-producer of such farming unit:

Dear Mr. \_\_\_\_\_:

It has been determined that the acreage planted to sugar beets on the farming unit which you are operating in 1941 is \_\_\_\_\_ acres, which is \_\_\_\_\_ acres in excess of the proportionate share or acreage allotment of \_\_\_\_\_ acres which was established for the farming unit.

One of the conditions for payment under the sugar beet program is that the sugar beets marketed (in terms of planted acres) for the extraction of sugar shall not exceed the proportionate share for the farming unit. Therefore, if you desire to receive a conditional payment, you will be permitted to harvest for market for the extraction of sugar only the acreage specified above as your proportionate share.

You will be permitted to dispose of the acreage in excess of your proportionate share by tillage operations, or you may elect to harvest for feed or abandon the excess acreage. You will be required to prove conclusively to the county committee that the excess acreage is actually harvested for feed, abandoned, or disposed of by tillage operations before you will be permitted to execute an application for 1941 sugar beet payment.

Very truly yours,

\_\_\_\_\_ County Committee

By \_\_\_\_\_

Section III. The clerical assistants in the county office will enter in the appropriate spaces in column (b) of Section III the correct acreages of the fields identified by the field letters in column (c). If the acreage in a field which has been devoted to a farming practice has been previously calculated and if the boundaries of such field have not been changed, the acreage previously calculated for such fields shall be used. If the acreage has not been calculated, the farm reporter's estimate of such acreage shall be used unless there is doubt as to whether the acreage of farming practices carried out on the farming unit is



sufficient to meet the farming practice requirements, in which event the acreage in such fields shall be calculated and entered above the farm reporter's estimate in column (b); such estimated acreage shall be encircled.

When the correct acreage devoted to farming practices has been entered, the number of "acres credit" shall be entered in column (e) of Section III. For items (1), (2), and (4) the "acres credit" will be the actual acreage devoted to each practice. For item (3) the "acres credit" will be obtained by multiplying the acreage seeded by 2.

In item (5) in many instances there will be an entry only in one of items (a) and (b). If there are entries in both (a) and (b), the farm reporter shall be questioned to determine that there is no duplication. If entries are made in item 5 (a), the "acres credit" will be determined by multiplying the number of animals of each kind by the number of months such animals were kept on the farming unit, dividing the resultant product by 2, 4, or 10, depending upon the kind of animals, and then dividing by 12. In the foregoing calculation, divide by 2 in the case of cattle (of more than one year of age), horses or mules, by 4 in the case of calves or colts, and by 10 in the case of sheep or goats. If an entry has been made in item 5 (b), the "acres credit" will be determined by dividing the total number of tons of animal manure applied by 8.

If entries have been made in item (6), the "acres credit" for such practice to be entered in the space provided shall be obtained by multiplying the total quantity (pounds) of fertilizer applied to the 1941 sugar beet fields by the percentage of available plant food as indicated by the analysis of the fertilizer and then dividing the total weight of available plant food by 75. For example, if it is determined that 8,000 pounds of a fertilizer of 2-16-8 analysis were applied to land on which 1941 sugar beets were planted, the "acres credit" to be entered in column (e) would be 27.7 obtained by multiplying 8,000 by 26 and dividing by 75.

Enter in item (9), column (e), the total of the "acres credit" for all practices carried out on the farming unit for which data are entered in Section III.

SUMMARY OF FARMING PRACTICES. When Section III of SB-502 has been completed, the clerical assistant shall determine whether sufficient farming practices have been carried out to meet the requirement. If the entry in item (9) of Section III of SB-502 equals or exceeds the total of column (d) of Section II of such SB-502, the farming practice requirement will be deemed to have been met with respect to the farming unit covered by such SB-502.

If the entry in item (9) of Section III is less than the total of column (c) of Section II and if the answer to the question in Section IV is "no," the operator should be notified to carry out additional practices if he wishes to qualify his farming unit for a 1941 sugar beet payment.

If the acreage of farming practices is insufficient to qualify the farming unit for payment under the foregoing procedure and if the answer to the question in Section IV is "yes," the farming practices on the "other" farming unit of which the rented acreage in the farming unit under consideration would otherwise be a part shall be summarized as follows:



- (1) If another copy of SB-502, on which the practices carried out on the balance of the "other" farming unit are listed, is attached to the SB-502 which is being summarized, Section III of such other SB-502 shall be completed in the same manner as such section was completed for the SB-502 under consideration.
- (2) If another copy of SB-502 is not attached to the SB-502 under consideration and if the answer to the question in Section IV is "yes," it may be assumed that sugar beets were planted on the balance of the "other" farming unit and the SB-502 prepared for such "other" farming unit shall be obtained, and both forms SB-502 shall be considered in summarizing the farming practices for the farming unit.
- (3) Determine the acreage of farming practices carried out on the "other" farming unit in excess of the farming practices required to qualify any sugar beet acreage on such "other" farming unit.
- (4) Determine the smaller of the amount obtained under (3) and 75% of the sugar beet acreage on the rented land which would otherwise be part of the "other" farming unit.
- (5) If the smaller of the amounts determined under (4) plus the entry in item 9 of Section III of the SB-502 under consideration is equal to or greater than the total of column (d) of Section II of such SB-502, the farming practice requirement with respect to the farming unit will be deemed to have been met.

#### PART IV. SECOND INSPECTION OF FARMING UNIT

If it is determined that: (a) an error may have been made in measurement of sugar beet acreage on a farming unit, (b) sugar beet acreage on a farming unit was abandoned subsequent to the first inspection of such farming unit, (c) there was planted acreage on the farming unit in excess of the proportionate share, or (d) the farming practices with respect to a farming unit are not sufficient to meet the requirement, it probably will be necessary for the farm reporter to make a second inspection.

When making the second inspection, the farm reporter will take with him the cut-out, photo enlargement or tracing of the farming unit, and the Farming Unit Report which he prepared during his first inspection of the farming unit.

All entries which are made on the Farming Unit Report during the second inspection of the farming unit should be made with colored pencil. Any color other than black or red will be satisfactory.



If sugar beet acreage was abandoned subsequent to the first inspection of the farming unit, the farm reporter will enter appropriate data (including reasons for abandonment) with respect to such acreage in the space beneath the table in Section II.

To supplement reports from producers with respect to abandonment of sugar beet acreage, the county office should contact the fieldmen of the sugar company to determine the farming units on which sugar beet acreage has been abandoned since the first inspection, and the farm reporter shall make a second inspection of such farming unit. The farm reporter shall also make a second inspection of farming units in any area where there is reason to believe there may have been some unreported abandonment of sugar beet acreage.

If the inspection is being made for the reason that there was planted on the farming unit an acreage of sugar beets in excess of the proportionate share for the farming unit, the county committee will have advised the operator-producer prior to the farm reporter's visit that it will be necessary that he destroy or abandon the excess acreage or use such acreage for feed. The exact acreage which is disposed of must be clearly indicated on the map of the farming unit and measurements made and recorded. The number of excess acres and the method of disposal shall be entered in the space provided beneath the table in Section II, and any further information regarding such acreage shall be recorded on the back of SB-502.

If the acreage of farming practices which has been listed is insufficient to meet the requirement, the farm reporter will determine whether any additional farming practices have been carried out subsequent to the first inspection. If so, such practices shall be listed in Section III of SB-502 in the manner outlined in Part II of these instructions.

When the farm reporter has completed the second inspection of the farming unit and has reviewed the data which he has entered in SB-502, he shall sign and enter the date of the second inspection in the spaces provided in Section V of the form. The operator or his representative should also sign.

#### PART V. COMPLETION OF FARMING UNIT REPORT IN COUNTY OFFICE

When the farm reporter has completed the second or subsequent inspection of a farming unit and has forwarded SB-502 to the county office, clerical assistants in the county office shall complete such form.

If acreage on the farming unit was abandoned subsequent to the first inspection, information with respect to such abandonment should appear beneath the table in Section II. The clerical assistant shall calculate the acreage abandoned and shall enter such acreage figure in the space provided beneath such table.

When it is determined that no further inspection of the farming unit is necessary, entries shall be made in column (e) of Section II and such column shall be totaled. In no event shall the total of column (e) plus the total abandoned acreage and any excess acreage which was disposed of, as indicated in the spaces pro-



vided beneath the table, exceed the total of column (d).

If additional farming practices have been carried out on the farming unit and have been reported in Section III of SB-502, the "acres credit" for such practices shall be entered in column (e) of Section III, a new total shall be inserted in item 9, column (e), and farming practices shall be summarized in the manner outlined in Part III of these instructions.

PART VI. DETERMINATION OF PERFORMANCE WITH RESPECT  
TO LABOR PROVISIONS OF SUGAR BEET PROGRAM

The Sugar Act of 1937, as amended, provides, as one of the conditions for payment, that producers shall not employ any child under 14 years of age, nor any child between the ages of 14 and 16 years for more than eight hours in any one day, in the production, cultivation or harvesting of the sugar beet crop. An exception to this rule is made in the case of children of a producer who owns 40 percent or more of the sugar beet crop.

The Act also provides that, in order to be eligible for conditional payments producers must pay laborers in full for all work in connection with the production, cultivation or harvesting of the sugar beet crop, and must pay such laborers at rates not less than those determined by the Secretary of Agriculture to be fair and reasonable.

It is the responsibility of the county committee to determine that the foregoing conditions are complied with under the 1941 sugar beet program. If any producer violates these provisions, the committee shall withhold payment with respect to the farming unit on which the violation occurred. However, the committee should recognize that many violations may be avoided if all producers are advised concerning the provisions at the start of the season.

At the outset of the program a letter should be mailed to every producer, explaining the labor provisions of the program and outlining the means which he may take to safeguard himself against inadvertent violation. The State committee will furnish a sample letter for this purpose.

The county committee shall employ one or more persons who will be responsible for checking performance with the child labor and wage provisions of the program and for accurately reporting their findings to the committee. The exact number of persons to be employed in any county will, of course, depend on the number of sugar beet producing farms in the county. Advice with respect to this matter will be furnished by the State committee.

The qualifications of the persons employed to do this work shall be the same as those for other farm reporters. Visits to sugar beet farming units must be made during the period when hand labor operations are being performed. This work should be performed as a separate and distinct phase of determining performance and should not be made incidental to a visit to a farming unit for some other purpose. The persons chosen to perform this work must become thoroughly familiar with the child



labor provisions of the Sugar Act and with the "fair and reasonable" wage determination and interpretations thereof.

It may not be necessary to require that every farming unit in the county be visited nor to specify a definite number of visits which must be made to any farming unit. In a county where there are a number of small farms on which the sugar beet work is performed entirely by the producer and his family, it obviously will not be necessary to visit such farming units. However, in any county where farming units are larger and laborers are hired specifically for the sugar beet work, it may be necessary to visit all farming units in the county. In determining what farming units should be visited and the number of times each unit should be visited, it should be borne in mind that the purpose of the check of performance is to prevent the employment of children in sugar beet work and to acquaint laborers with the provisions of the program relating to the payment of "fair and reasonable" wages. Even though the persons who are assigned to this work may not be required to visit all farming units, they should be instructed to stop and investigate any possible violation which might be observed as they drive from one farm to another.

There is attached a copy of SB-502A, which is a report form to be completed by the county committee representative when a farming unit is visited. The State committee will furnish a supply of these forms or will issue instructions relative to mimeographing them.

From time to time the county committee should check froms SB-502A and should instruct the representatives to make additional visits to farming units on which there is a question regarding performance. For example, if the county committee representative visits a farming unit and finds that on the particular day upon which he makes the visit no violation is evident, but if on the basis of his observations and his discussions with the producer and laborers on the farm, he feels that an additional visit would be desirable, he should indicate such fact on the SB-502A, and on the basis of this report, the committee should instruct him, at some later date, to make another visit to the farming unit.

If, when the county committee representative visits a farming unit, he finds any child engaged in sugar beet work contrary to the provisions of the program, he should take steps to determine whether the operator of the farming unit has knowledge that such child is working and whether the producer has taken reasonable precautions to prevent child labor. If the child is working with the knowledge of the producer, or if he is working without the knowledge of the producer, but such producer has not taken reasonable precautions to prevent violation, the producer will be deemed to have violated the child labor provisions, and full details with respect to the violation should be recorded on SB-502A. If, on the other hand, it appears that the producer did not know that the child was working and if he had taken reasonable precautions to prevent child labor, he should be cautioned that if a child of less than the required age is determined to have been working again contrary to the provisions of the program with or without his knowledge, he will be ineligible to receive a payment. In such an instance the county committee representative should indicate on his report than an additional visit to the farming unit is necessary.

In an instance where a child is observed working on a farming unit contrary to the provisions of the program, and the producer involved is one who



was warned during the 1940 season regarding the use of children in his sugar beet fields, additional warning is not justified and the county committee should withhold payment from such producer.

In all instances, it will be the responsibility of the producer to furnish satisfactory proof of the age of any child whose age is questioned. Whenever a question arises as to the age of a child, the following, which are listed in the order of their acceptability, may be recognized as proof of the age of the child: (1) an age certificate issued under any child labor program carried out under State supervision, (2) a transcript of a birth certificate, (3) a baptismal certificate showing the date of birth, (4) a passport, (5) an insurance policy, or (6) a bible record.

When the county committee representative visits a farming unit he should interview the laborers engaged in sugar beet work to determine whether the rates agreed upon between the laborers and the producer are at least as much as the rates established by the Secretary of Agriculture as "fair and reasonable." He should advise all laborers as to the procedure which they should follow in filing a claim in the event they do not receive payment in full or if they receive payment at less than the "fair and reasonable" rates. It should be pointed out that the producer is responsible for seeing that the "fair and reasonable" rates are paid to the laborers who actually perform the work, and if a foreman or labor contractor is employed, his pay must be in addition to such rates.

Where it appears that the producer has not agreed to pay rates at least as high as the "fair and reasonable" rates established by the Secretary, such fact should be reported to the county committee on SB-502A, and the producer and the laborers should be advised of the rates which must be paid in order for the producer to be eligible for payment. When it has been reported on SB-502A that a producer has contracted with laborers at rates less than those determined as fair and reasonable by the Secretary, no application for payment shall be prepared for the producer until he produces evidence to show that he has paid his laborers in full and at the required rates.

#### PART VII - HANDLING OF SUGAR BEET WAGE CLAIMS

Any claim for unpaid wages for work performed in connection with the production, cultivation, or harvesting of the 1941 sugar beet crop should be filed in the county office in duplicate on form SB-503, "Sugar Beet Wage Claim - 1941 Crop." If a laborer appears at the office to file such a claim, a member of the county committee or other person in the county office should assist in the preparation of the form. Full information on the details of the employment should be furnished on SB-503.

When a wage claim is filed against a producer, all action to complete payment to such producer shall be withheld until the claim is settled.

As soon as a wage claim is filed in the county office, the producer against whom such claim is filed shall be notified of the representations made by the laborer. If such producer agrees that the claim is valid and pays the laborer the



amount claimed, the "Release of Claim" on SB-503 should be executed by the laborer.

If the producer against whom a wage claim is filed disputes the representations of the laborer, an investigation shall be made by the county committee and if it is deemed advisable, the investigation should include the holding of a hearing at which both the producer and laborer should be present.

Form SB-504, "Record of Disputed Sugar Beet Wage Claim - 1941 Crop" shall be completed in duplicate by the county committee on the basis of information obtained through the investigation. The committee shall determine the facts involved and make a recommendation as to settlement of the claim, based on such facts.

If the recommended settlement of the county committee is accepted by both parties, the "Acceptance by Laborer and Producer" on SB-504 should be executed. If it is determined that no additional wages are due the laborer or if the grower pays any additional wages which are determined to be due the laborer, the "Release of Claim" at the foot of SB-503 should be executed by such laborer if he is willing to accept this settlement.

If either the grower or the laborer is unwilling to accept the determination of facts and recommended settlement of the county committee, the originals of the forms SB-503 and SB-504, together with all other information and evidence available with respect to the claim, should be forwarded to the State committee. The copies of such forms should be retained in the county office. If, after investigation by a representative of the State committee, a settlement acceptable to both parties still cannot be reached, the claim may then be appealed to the Secretary of Agriculture for final settlement.

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SB-502A

U. S. Department of Agriculture  
Agricultural Adjustment Administration

(Serial number)

(Beet sugar factory)

(Date of visit)

REPORT OF PERFORMANCE WITH RESPECT TO THE  
LABOR PROVISIONS OF THE 1941 SUGAR BEET PROGRAM

1. Name of operator \_\_\_\_\_ Address \_\_\_\_\_
2. Was there evidence of violation of the child-labor provisions? \_\_\_\_\_ 1/
3. Children found working on the sugar beet crop in possible violation of the child labor provisions:  

Name of Child	Address	Age 2/	Name of parent
4. If children were found working in the sugar beet fields contrary to the provisions of the program, did the operator have knowledge of such fact? \_\_\_\_\_ (Yes or no)
5. What precautions has the operator taken to prevent violation of the child labor provisions of the Act? \_\_\_\_\_
6. Recommendation 3/ ☐ No payment (obvious violation).  
☐ Further investigation needed (possible violation).  
☐ Circumstances such that additional visit is desirable.  
☐ Circumstances such that no further visit appears to be necessary.
7. Are all laborers receiving wages at rates not less than those set forth in the Secretary's determination of "fair and reasonable" wages? \_\_\_\_\_ (Yes or no)
8. If answer to question in item 7 is "no," give rates being paid to laborers. \_\_\_\_\_
9. Remarks: \_\_\_\_\_
10. Certification: I certify that I have visited the farm of the operator named herein and that the statements contained herein are true and correct, to the best of my knowledge and belief.

(County Committee Representative)

- 1/ If answer is "No," items 3, 4, and 5 need not be completed.
- 2/ In case of a possible violation where the child's age is not definitely established, report findings in space for "Remarks." Also, if a child between the ages of 14 and 16 is working, state in the space for "Remarks" the number of hours per day being worked by such child.
- 3/ Check applicable recommendation.

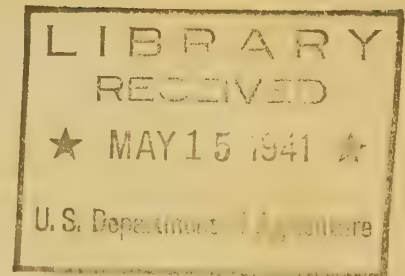


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UNITED STATES DEPARTMENT OF AGRICULTURE  
AGRICULTURAL ADJUSTMENT ADMINISTRATIONINSTRUCTIONS RELATIVE TO DETERMINATION OF  
PERFORMANCE UNDER THE PROVISIONS OF THE  
1941 SUGAR BEET PROGRAM IN THE WESTERN  
REGION

(For Use by County Committees)

## PART I. GENERAL INSTRUCTIONS



The instructions set forth herein and in "Instructions Relative to Determining Performance Under the Provisions of the 1941 Agricultural Conservation Program in the Western Region" will be used by State and county agricultural conservation committees in determining performance under the provisions of the 1941 Sugar Beet Program.

The terms "farming unit" and "tract" as used in connection with the 1941 Sugar Beet Program must be clearly understood. It should be noted that the definition of a "farming unit" is changed from the definition used under previous programs. FARMING UNIT means all land which is farmed by an operator within a State. Moreover, if land in more than one State is farmed by one operator and if any of the work stock, farm machinery, and labor which is used on the land in one State is also used on land in another State, all of such land shall be considered as one farming unit. A TRACT means any portion of a farming unit on which a crop of sugar beets was planted for harvest in 1941 in which at least one producer has a different interest from that which he has in the sugar beet crop on any other such portion of the farming unit.

The farm supervisors who report performance with respect to the agricultural conservation program will also report performance under the 1941 Sugar Beet Program on SB-502, Farming Unit Report. Whenever practicable, the inspection of a farming unit in connection with the sugar beet program should be made at the same time the inspection, if any, is made in connection with the agricultural conservation program.

Although persons other than farm supervisors will be assigned to the work of checking performance with the labor provisions of the program, farm supervisors should advise all farm operators regarding both the child labor and minimum wage provisions, and in the event a violation of either provision is observed by the farm supervisor, he shall report such violation to the county committee.

The operator-producer should also be advised concerning the "proportionate share" condition for payment. If the sugar beets marketed from the farming unit (in terms of planted acreage) for the extraction of sugar exceed the proportionate share or acreage allotment established for such farming unit, no payment will be made with respect to the farming unit. The farm supervisor should ascertain from the operator-producer the amount of the acreage allotment shown on the "Notice of 1941 Sugar Beet Acreage Allotment" which such operator-producer received. If such



amount does not agree with the proportionate share which will have been entered in Section I of SB-502, the farm supervisor will immediately notify the county committee of the discrepancy in order that the correct proportionate share may be determined.

Form SB-517, Proportionate Shares or Acreage Allotments, which is used to list the names and addresses of operator-producers and the proportionate shares of sugar beet acreage for the farming units which they operate will serve as a list of the sugar beet growers on whose farming units a determination of performance is necessary.

Entries to be Made on SB-502 in County Office. Before the farm supervisor visits the farming unit, the clerical assistant in the county office shall make the following entries in red on SB-502.

- (1) Farming unit serial number, to be taken from SB-517.
- (2) Aerial photo number or map number to be taken from ACP records.
- (3) The name of the beet sugar factory or factories.
- (4) The name and address of the operator of the farming unit, to be taken from SB-517.
- (5) The proportionate share or acreage allotment, to be taken from SB-517.
- (6) Size of farming unit, to be taken from ACP records.
- (7) The location or legal description of the farming unit, to be taken from the latest ACP records.

## PART II. FIRST INSPECTION OF FARMING UNIT

The farm supervisor will be supplied with forms SB-502 for all sugar beet farming units and with the photo enlargement or black and white print or tracing of the farming units where such maps are available.

The farm supervisor shall make and record any measurements which are necessary in order that the acreage of sugar beets may be determined in the county office after deducting for fence rows, turn rows, permanent irrigation ditches and large waste areas within the field which have not been planted to sugar beets.

If the acreage of a field on which a farming practice has been carried out has not been entered on the map, the farm supervisor shall estimate the acreage of such field and shall enter his estimate on the map. However, if a farm supervisor is not certain that the acreage of farming practices is sufficient to meet the requirements of the program, he shall make linear and angular measurements of the fields on which such practices were carried out and shall enter such measurements on the map.



Where photo enlargements or black and white prints or tracings have not been prepared under the agricultural program, a sketch map of the farming unit shall be drawn on the back of SB-502. The map need not be drawn to scale, but shall show linear and angular measurements of the fields on which sugar beets are planted, the relative size and location of fields and the field letters assigned to fields on which sugar beets were planted and on which farming practices were carried out.

PREPARATION OF SB-502, FARMING UNIT REPORT. Entries made by the farm supervisor during the first inspection of a farming unit shall be made with black pencil. If any of the data entered in Section I by the county office are incorrect, the supervisor shall correct such entries.

Section II. The farm supervisor will enter in column (a) the work sheet number or numbers of the tract or tracts on which sugar beets are planted. In some cases it may be more convenient to use the farm number on the photo enlargement as an identification of the different tracts.

Enter in column (b) the 1941 field letter or letters for the fields planted to sugar beets in 1941 for the production of sugar. In assigning field letters, any acreage of sugar beets consisting of one continuous block shall be considered as a field. Any abandoned sugar beet acreage consisting of one continuous block shall also be considered as a field. All field letters for one tract shall be entered on the same line.

If the operator reports an acreage of sugar beets planted for any purpose other than for harvest for the production of sugar, such acreage shall be measured separately, identified separately, and the proposed use shall be indicated. Such acreage shall be included in a separate field and on a separate line in Section II.

After field letters have been entered in column (b), the farm supervisor shall enter in column (c) his estimate of the acreage included in each field of sugar beets. Such estimate shall be made after discussing the matter with the operator or his representative. If more than one field letter appears on the same line in column (b), a separate estimate shall be made for each field and such estimates entered in column (c), separated by commas, in the same order as the field letters appear in column (b). If the acreage in a field has been computed from previous measurements and is known to the supervisor, he shall enter such known acreage in column (c) instead of an estimate.

The supervisor will make no entries in columns (d) and (e).

The name and address of each landlord who is entitled to a percentage share of the sugar beet crop shall be entered in columns (f) and (g), and the percentage share of each landlord, as specified in the lease or operating agreement, shall be entered in column (h). The operator's share shall be entered in column (i) on each line. In the case of a cash-rented or owner-operated tract, the words "cash-rented" or "owner-operated" shall be written across columns (f) and (g) on the appropriate line.

If, at the time the farm supervisor makes the first inspection of the farming unit, the operator-producer reports that there has been an acreage of sugar



beets abandoned, the farm supervisor shall determine the field or fields which have been abandoned, shall make and record the necessary measurements, shall enter the appropriate field letters in the space provided beneath the table in Section II, and shall enter the cause of such abandonment in the next succeeding space. All causes of abandonment must be entered, even though the cause may have been negligence on the part of the producer. (The farm supervisor shall ask the producer to notify the county office of any abandonment of sugar beet acreage after the date of the first inspection.)

Section III. The farming practices for which credit will be given are listed in Section III. Such practices must have been carried out on land adapted to sugar beet production. In determining whether a field is adapted to sugar beet production, the farm supervisor shall take into consideration the cropping history of such acreage, availability of water, topography, and type of soil.

The farm supervisor shall list in Section III all soil-conserving practices carried out on the farming unit in 1941.

\* Separate spaces have been provided for listing data with respect to the various practices which may be used to qualify a farming unit for a sugar beet payment. The farm supervisor shall enter the names of crops, estimated acreages on which practices were carried out, field letters, work sheet numbers, and the indicated data with respect to application of animal manure and commercial fertilizer. In item 5 (a), if two or more kinds of animals are kept on a farming unit, the data with respect to each kind shall be entered on corresponding lines. Care should be taken to avoid duplication in reporting the application of animal manure. For example, if manure applied to a farming unit was produced by livestock kept on the farm, entries shall be made in the spaces in item 5 (a). If manure is purchased for application on the farming unit, the entry shall be made in item 5 (b). The farm supervisor must make certain that there is reported in item 5 (a) only such livestock as are pastured on land adapted to the production of sugar beets or that the manure from such animals is spread on land adapted to the production of sugar beets.

If there is insufficient space in items 1 to 6, inclusive, to list all practices carried out on the farming units, the description of such practices shall be entered in lines 7 and 8.

The farm supervisor will make no entries in column (e).

Section IV. If any sugar beets were planted on the farming unit on rented acreage which would otherwise be part of another farming unit, enter "Yes" in the space provided, and in the second space enter the work sheet numbers of the "other" farming unit or units.

If the answer to the question in Section IV is "Yes," the farm supervisor shall determine, if possible, whether the acreage of practices carried out on the farming unit and reported in Section III is sufficient to meet the requirement for the estimated acreage of sugar beets as entered in Column (c) of Section II. If it is obvious that the acreage of practices is sufficient to meet the requirement, no steps need be taken to report practices carried out on the "other" farming unit, of which the rented acreage would otherwise be a part. However, if it



appears that additional practices may be necessary to meet such requirement, the farm supervisor shall determine if any sugar beets were planted on the balance of the "other" farming unit in 1941. If sugar beets were planted on the balance of the "other" farming unit, an SB-502 will be prepared in connection with the determination of performance on such "other" farming unit. However, if no sugar beets were planted on the balance of the "other" farming unit, Sections I and III of another SB-502 should be prepared for the balance of the "other" farming unit and attached to the SB-502 for the farming unit on which performance is being determined.

In determining whether rented acreage included in any farming unit may be considered as rented acreage which would otherwise be part of another farming unit, the farm supervisor shall take into consideration the existing leasing arrangements with respect to such rented acreage as well as the leasing arrangements in previous years. Acreage which is customarily rented out from year to year to different operators would not be considered as acreage which would otherwise be part of the "other" farming unit. On the other hand, if acreage which is rented is normally included in the "other" farming unit in a regular rotation practice, such rented acreage would be considered as acreage which would otherwise be part of such "other" farming unit.

Section V. Certification of Farm Supervisor and Operator. When the first inspection of the farming unit is completed the farm supervisor should review the entries made on SB-502 and must sign and enter the date of inspection in the spaces provided. The operator from whom the supervisor obtained the information should sign also. If the operator is not available, the supervisor should obtain the signature of some other responsible individual familiar with the farming operations on the farming unit.

PART III. ENTRIES TO BE MADE ON FARMING UNIT REPORT  
IN COUNTY OFFICE AFTER FIRST INSPECTION

When the farm supervisor has completed the first inspection of a farming unit and has forwarded SB-502 to the county office, clerical assistants in the county office shall immediately check such form to determine that all necessary data have been entered by the farm supervisor. All entries made in the county office by clerical assistants shall be made with red pencil.

Section II. The clerical assistant shall draw a line through the entries made in column (c) of Section II by the farm supervisor and shall enter the correct acreage figures in column (d). Only one acreage figure will be entered in column (d) on each line.

No entries shall be made in column (e) until the final inspection of the farming unit is completed or until all abandoned acreage has been determined.

If sugar beet acreage on a farming unit was abandoned, the total acreage in the field or fields which were abandoned shall be entered in the space provided beneath the table in Section II.



In calculating the acreage planted to sugar beets on a farming unit, care should be exercised to exclude any substantial waste area not planted to beets, including fence rows, turn rows, and permanent ditches in the fields.

Acreage data which may have been determined by a sugar company representative shall not be used in Section II. However, if data determined by the sugar company are available, such data shall be compared with the acreage data determined as set forth herein. If there is a substantial difference in the acreage of sugar beets on a farming unit under the two measurements, the farm supervisor shall be requested to remeasure the sugar beet acreage and the correct acreage shall be determined for entry on SB-502.

When the correct acreage figures for the various fields have been entered in column (d), such column shall be totaled and the total planted sugar beet acreage entered in the space provided. The result shall be compared with the proportionate share for the farming unit, as entered in the first line of Section I of SB-502. If the planted acreage of sugar beets is in excess of the proportionate share for the farming unit a letter similar to the following shall be prepared immediately and forwarded to the operator-producer of such farming unit:

Dear Mr. \_\_\_\_\_:

It has been determined that the acreage planted to sugar beets on the farming unit which you are operating in 1941 is \_\_\_\_\_ acres, which is \_\_\_\_\_ acres in excess of the proportionate share or acreage allotment of \_\_\_\_\_ acres which was established for the farming unit.

One of the conditions for payment under the sugar beet program is that the sugar beets marketed (in terms of planted acres) for the extraction of sugar shall not exceed the proportionate share for the farming unit. Therefore, if you desire to receive a conditional payment, you will be permitted to harvest for market for the extraction of sugar only the acreage specified above as your proportionate share.

You will be permitted to dispose of the acreage in excess of your proportionate share by tillage operations, or you may elect to harvest for feed or abandon the excess acreage. You will be required to prove conclusively to the county committee that the excess acreage is actually harvested for feed, abandoned, or disposed of by tillage operations before you will be permitted to execute an application for 1941 sugar beet payment.

Very truly yours,

\_\_\_\_\_  
County Committee

By \_\_\_\_\_



Section III. The clerical assistants in the county office will enter in the appropriate spaces in column (b) of Section III the correct acreages of the fields identified by the field letters in column (c). If the acreage in a field which has been devoted to a farming practice has been previously calculated and if the boundaries of such field have not been changed, the acreage previously calculated for such fields shall be used. If the acreage has not been calculated, the farm supervisor's estimate of such acreage shall be used unless there is doubt as to whether the acreage of farming practices carried out on the farming unit is sufficient to meet the farming practice requirement, in which event the acreage in such fields shall be calculated and entered above the farm supervisor's estimate in column (b); such estimated acreage shall be encircled.

When the correct acreage devoted to farming practices has been entered, the number of "acres credit" shall be entered in column (e) of Section III. For items (1), (2), and (4) the "acres credit" will be the actual acreage devoted to each practice. For item (3) the "acres credit" will be obtained by multiplying the acreage seeded by 2.

In item (5) in many instances there will be an entry only in one of items (a) and (b). If there are entries in both (a) and (b), the farm supervisor shall be questioned to determine that there is no duplication. If entries are made in item 5 (a) the "acres credit" will be determined by multiplying the number of animals of each kind by the number of months such animals were kept on the farming unit, dividing the resultant product by 2, 4, or 10, depending upon the kind of animals, and then dividing by 12. In the foregoing calculation, divide by 2 in the case of cattle (of more than one year of age), horses or mules, by 4 in the case of calves or colts, and by 10 in the case of sheep or goats. If an entry has been made in item 5 (b), the "acres credit" will be determined by dividing the total number of tons of animal manure applied by 8.

If entries have been made in item (6), the "acres credit" for such practice to be entered in the space provided shall be obtained by multiplying the total quantity (pounds) of fertilizer applied to the 1941 sugar beet fields by the percentage of available plant food as indicated by the analysis of the fertilizer and then dividing the total weight of available plant food by 75. For example, if it is determined that 8,000 pounds of a fertilizer of 0-45-0 analysis were applied to land on which 1941 sugar beets were planted, the "acres credit" to be entered in column (e) would be 48.0 obtained by multiplying 8,000 by 45, and dividing by 75.

Enter in item (9), column (e), the total of the "acres credit" for all practices carried out on the farming unit for which data are entered in Section III.

SUMMARY OF FARMING PRACTICES. When Section III of SB-502 has been completed, the clerical assistant shall determine whether sufficient farming practices have been carried out to meet the requirement. If the entry in item (9) of Section III of SB-502 equals or exceeds the total of column (d) of Section II of such SB-502, the farming practice requirement will be deemed to have been met with respect to the farming unit covered by such SB-502.



If the entry in item (9) of Section III is less than the total of column (c) of Section II and if the answer to the question in Section IV is "no," the operator should be notified to carry out additional practices if he wishes to qualify his farming unit for a 1941 sugar beet payment.

If the acreage of farming practices is insufficient to qualify the farming unit for payment under the foregoing procedure and if the answer to the question in Section IV is "yes," the farming practices on the "other" farming unit of which the rented acreage in the farming unit under consideration would otherwise be a part shall be summarized as follows:

- (1) If another copy of SB-502, on which the practices carried out on the balance of the "other" farming unit are listed, is attached to the SB-502 which is being summarized, Section III of such other SB-502 shall be completed in the same manner as such section was completed for the SB-502 under consideration.
- (2) If another copy of SB-502 is not attached to the SB-502 under consideration and if the answer to the question in Section IV is "yes," it may be assumed that sugar beets were planted on the balance of the "other" farming unit and the SB-502 prepared for such "other" farming unit shall be obtained, and both forms SB-502 shall be considered in summarizing the farming practices for the farming unit.
- (3) Determine the acreage of farming practices carried out on the "other" farming unit in excess of the farming practices required to qualify any sugar beet acreage on such "other" farming unit.
- (4) Determine the smaller of the amount obtained under (3) and 75% of the sugar beet acreage on the rented land which would otherwise be part of the "other" farming unit.
- (5) If the smaller of the amounts determined under (4) plus the entry in item 9 of Section III of the SB-502 under consideration is equal to or greater than the total of column (d) of Section II of such SB-502, the farming practice requirement with respect to the farming unit will be deemed to have been met.

#### PART IV. SECOND INSPECTION OF FARMING UNIT

If it is determined that: (a) an error may have been made in measurement of sugar beet acreage on a farming unit, (b) sugar beet acreage on a farming unit was abandoned subsequent to the first inspection of such farming unit, (c) there was planted acreage on the farming unit in excess of the proportionate share, or (d) the farming practices with respect to a farming unit are not sufficient to meet the requirement, it will be necessary for the farm supervisor to make a second inspection.



When making the second inspection, the farm supervisor will take with him the photo enlargement, the black and white print or map, and the Farming Unit Report which he prepared during his first inspection of the farming unit.

All entries which are made on the Farming Unit Report during the second inspection of the farming unit should be made with colored pencil. Any color other than black or red will be satisfactory.

If sugar beet acreage was abandoned subsequent to the first inspection of the farming unit, the farm supervisor will enter appropriate data (including reasons for abandonment) with respect to such acreage in the space beneath the table in Section II.

To supplement reports from producers with respect to abandonment of sugar beet acreage, the county office should contact the fieldmen of the sugar company to determine the farming units on which sugar beet acreage has been abandoned since the first inspection, and the farm supervisor shall make a second inspection of such farming units. The farm supervisor shall also make a second inspection of farming units in any area where there is reason to believe there may have been some unreported abandonment of sugar beet acreage.

If the inspection is being made for the reason that there was planted on the farming unit an acreage of sugar beets in excess of the proportionate share for the farming unit, the county committee will have advised the operator-producer prior to the farm supervisor's visit that it will be necessary that he destroy or abandon the excess acreage or use such acreage for feed. The exact acreage which is disposed of must be clearly indicated on the map of the farming unit and measurements made and recorded. The number of excess acres and the method of disposal shall be entered in the space provided beneath the table in Section II, and any further information regarding such acreage shall be recorded on the back of SB-502.

If the acreage of farming practices which has been listed is insufficient to meet the requirement, the farm supervisor will determine whether any additional farming practices have been carried out subsequent to the first inspection. If so, such practices shall be listed in Section III of SB-502 in the manner outlined in Part II of these instructions.

When the farm supervisor has completed the second inspection of the farming unit and has reviewed the data which he has entered in SB-502, he shall sign and enter the date of the second inspection in the spaces provided in Section V of the form. The operator or his representative should also sign.

#### PART V. COMPLETION OF FARMING UNIT REPORT IN COUNTY OFFICE

When the farm supervisor has completed the second or subsequent inspection of a farming unit and has forwarded SB-502 to the county office, clerical assistants in the county office shall complete such form.



If acreage on the farming unit was abandoned subsequent to the first inspection, information with respect to such abandonment should appear beneath the table in Section II. The clerical assistant shall calculate the acreage abandoned and shall enter such acreage figure in the space provided beneath such table.

When it is determined that no further inspection of the farming unit is necessary, entries shall be made in column (e) of Section II and such column shall be totaled. In no event shall the total of column (e) plus the total abandoned acreage and any excess acreage which was disposed of, as indicated in the spaces provided beneath the table, exceed the total of column (d).

If additional farming practices have been carried out on the farming unit and have been reported in Section III of SE-502, the "acres credit" for such practices shall be entered in column (e) of Section III, a new total shall be inserted in item 9, column (e), and farming practices shall be summarized in the manner outlined in Part III of these instructions.

#### PART VI. DETERMINATION OF PERFORMANCE WITH RESPECT TO LABOR PROVISIONS OF SUGAR BEET PROGRAM

The Sugar Act of 1937, as amended, provides, as one of the conditions for payment, that producers shall not employ any child under 14 years of age, nor any child between the ages of 14 and 16 years for more than eight hours in any one day, in the production, cultivation or harvesting of the sugar beet crop. An exception to this rule is made in the case of children of a producer who owns 40 percent or more of the sugar beet crop.

The Act also provides that, in order to be eligible for conditional payments, producers must pay laborers in full for all work in connection with the production, cultivation or harvesting of the sugar beet crop, and must pay such laborers at rates not less than those determined by the Secretary of Agriculture to be fair and reasonable.

It is the responsibility of the county committee to determine that the foregoing conditions are complied with under the 1941 sugar beet program. If any producer violates these provisions, the committee shall withhold payment with respect to the farming unit on which the violation occurred. However, the committee should recognize that many violations may be avoided if all producers are advised concerning these provisions at the start of the season.

At the outset of the program a letter should be mailed to every producer, explaining the labor provisions of the program and outlining the means which he may take to safeguard himself against inadvertent violation. The State committee will furnish a sample letter for this purpose.

The county committee shall employ one or more persons who will be responsible for checking performance with the child labor and wage provisions of the program and for accurately reporting their findings to the committee. The exact number of persons to be employed in any county will, of course, depend on the number of sugar



best producing farms in the county. Advice with respect to this matter will be furnished by the State committee.

The qualifications of the persons employed to do this work shall be the same as those for other farm supervisors. Visits to sugar beet farming units must be made during the period when hand labor operations are being performed. This work should be performed as a separate and distinct phase of determining performance and should not be made incidental to a visit to a farming unit for some other purpose. The persons chosen to perform this work must become thoroughly familiar with the child labor provisions of the Sugar Act and with the "fair and reasonable" wage determination and interpretations thereof.

It may not be necessary to require that every farming unit in the county be visited nor to specify a definite number of visits which must be made to any farming unit. In a county where there are a number of small farms on which the sugar beet work is performed entirely by the producer and his family, it obviously will not be necessary to visit such farming units. However, in any county where farming units are larger and laborers are hired specifically for the sugar beet work, it may be necessary to visit all farming units in the county. In determining what farming units should be visited and the number of times each unit should be visited, it should be borne in mind that the purpose of the check of performance is to prevent the employment of children in sugar beet work and to acquaint laborers with the provisions of the program relating to the payment of "fair and reasonable" wages. Even though the persons who are assigned to this work may not be required to visit all farming units, they should be instructed to stop and investigate any possible violation which might be observed as they drive from one farm to another.

There is attached a copy of SB-502A, which is a report form to be completed by the county committee representative when a farming unit is visited. The State committee will furnish a supply of these forms or will issue instructions relative to mimeographing them.

From time to time the county committee should check forms SB-502A and should instruct the representatives to make additional visits to farming units on which there is a question regarding performance. For example, if the county committee representative visits a farming unit and finds that on the particular day upon which he makes the visit no violation is evident, but if on the basis of his observations and his discussions with the producer and laborers on the farm, he feels that an additional visit would be desirable, he should indicate such fact on the SB-502A, and on the basis of this report, the committee should instruct him, at some later date, to make another visit to the farming unit.

If, when the county committee representative visits a farming unit, he finds any child engaged in sugar beet work contrary to the provisions of the program, he should take steps to determine whether the operator of the farming unit has knowledge that such child is working and whether the producer has taken reasonable precautions to prevent child labor. If the child is working with the knowledge of the producer, or if he is working without the knowledge of the producer, but such producer has not taken reasonable precautions to prevent violation, the producer will be deemed to have violated the child labor provisions, and full details with respect to the violation should be recorded on SB-502A. If, on the other



hand, it appears that the producer did not know that the child was working and if he had taken reasonable precautions to prevent child labor, he should be cautioned that if a child of less than the required age is determined to have been working again contrary to the provisions of the program with or without his knowledge, he will be ineligible to receive a payment. In such an instance the county committee representative should indicate on his report that an additional visit to the farming unit is necessary.

In an instance where a child is observed working on a farming unit contrary to the provisions of the program, and the producer involved is one who was warned during the 1940 season regarding the use of children in his sugar beet fields, additional warning is not justified and the county committee should withhold payment from such producer.

In all instances, it will be the responsibility of the producer to furnish satisfactory proof of the age of any child whose age is questioned. Whenever a question arises as to the age of a child, the following, **which are listed in the order of their acceptability**, may be recognized as proof of the age of the child: (1) an age certificate issued under any child labor program carried out under State supervision, (2) a transcript of a birth certificate, (3) a baptismal certificate showing the date of birth, (4) a passport, (5) an insurance policy, or (6) a bible record.

When the county committee representative visits a farming unit he should interview the laborers engaged in sugar beet work to determine whether the rates agreed upon between the laborers and the producer are at least as much as the rates established by the Secretary of Agriculture as "fair and reasonable." He should advise all laborers as to the procedure which they should follow in filing a claim in the event they do not receive payment in full or if they receive payment at less than the "fair and reasonable" rates. It should be pointed out that the producer is responsible for seeing that the "fair and reasonable" rates are paid to the laborers who actually perform the work, and if a foreman or labor contractor is employed, his pay must be in addition to such rates.

Where it appears that the producer has not agreed to pay rates at least as high as the "fair and reasonable" rates established by the Secretary, such fact should be reported to the county committee on SB-502A, and the producer and the laborers should be advised of the rates which must be paid in order for the producer to be eligible for payment. When it has been reported on SB-502A that a producer has contracted with laborers at rates less than those determined as fair and reasonable by the Secretary, no application for payment shall be prepared for the producer until he produces evidence to show that he has paid his laborers in full and at the required rates.

#### PART VII - HANDLING OF SUGAR BEET WAGE CLAIMS

Any claim for unpaid wages for work performed in connection with the production, cultivation, or harvesting of the 1941 sugar beet crop should be filed in the county office in duplicate on form SB-503, "Sugar Beet Wage Claim - 1941 Crop." If a laborer appears at the office to file such a claim, a member of the



county committee or other person in the county office should assist in the preparation of the form. Full information on the details of the employment should be furnished on SB-503.

When a wage claim is filed against a producer, all action to complete payment to such producer shall be withheld until the claim is settled.

As soon as a wage claim is filed in the county office, the producer against whom such claim is filed shall be notified of the representations made by the laborer. If such producer agrees that the claim is valid and pays the laborer the amount claimed, the "Release of Claim" on SB-503 should be executed by the laborer.

If the producer against whom a wage claim is filed disputes the representations of the laborer, an investigation shall be made by the county committee and if it is deemed advisable, the investigation should include the holding of a hearing at which both the producer and laborer should be present.

Form SB-504, "Record of Disputed Sugar Beet Wage Claim - 1941 Crop" shall be completed in duplicate by the county committee on the basis of information obtained through the investigation. The committee shall determine the facts involved and make a recommendation as to settlement of the claim, based on such facts.

If the recommended settlement of the county committee is accepted by both parties, the "Acceptance by Laborer and Producer" on SB-504 should be executed. If it is determined that no additional wages are due the laborer or if the grower pays any additional wages which are determined to be due the laborer, the "Release of Claim" at the foot of SB-503 should be executed by such laborer if he is willing to accept this settlement.

If either the grower or the laborer is unwilling to accept the determination of facts and recommended settlement of the county committee, the originals of the forms SB-503 and SB-504, together with all other information and evidence available with respect to the claim, should be forwarded to the State committee. The copies of such forms should be retained in the county office. If, after investigation by a representative of the State committee, a settlement acceptable to both parties still cannot be reached, the claim may then be appealed to the Secretary of Agriculture for final settlement.

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SB-502A  
U. S. Department of Agriculture  
Agricultural Adjustment Administration

(Serial number)

(Beet sugar factory)

(Date of visit)

REPORT OF PERFORMANCE WITH RESPECT TO THE  
LABOR PROVISIONS OF THE 1941 SUGAR BEET PROGRAM

1. Name of operator \_\_\_\_\_ Address \_\_\_\_\_

2. Was there evidence of violation of the child-labor provisions? \_\_\_\_\_ <sup>1/</sup>  
(Yes or no)

3. Children found working on the sugar beet crop in possible violation of the child labor provisions:

Name of child	:	Address	:	Age <u>2/</u>	:	Name of parent
	:		:		:	
	:		:		:	
	:		:		:	

4. If children were found working in the sugar beet fields contrary to the provisions of the program, did the operator have knowledge of such fact? \_\_\_\_\_  
(Yes or no)

5. What precautions has the operator taken to prevent violation of the child labor provisions of the Act? \_\_\_\_\_

6. Recommendation 3/  
☐ No payment (obvious violation).  
☐ Further investigation needed (possible violation).  
☐ Circumstances such that additional visit is desirable.  
☐ Circumstances such that no further visit appears to be necessary.

7. Are all laborers receiving wages at rates not less than those set forth in the Secretary's determination of "fair and reasonable" wages? \_\_\_\_\_

(Yes or no)

8. If answer to question in item 7 is "No," give rates being paid to laborers. \_\_\_\_\_

9. Remarks: \_\_\_\_\_

10. Certification: I certify that I have visited the farm of the operator named herein and that the statements contained herein are true and correct, to the best of my knowledge and belief.

(County Committee Representative)

1/ If answer is "No," items 3, 4, and 5, need not be completed.

2/ In case of a possible violation where the child's age is not definitely established, report findings in space for "Remarks." Also, if a child between the ages of 14 and 16 is working, state in the space for "Remarks" the number of hours per day being worked by such child.

3/ Check applicable recommendation.

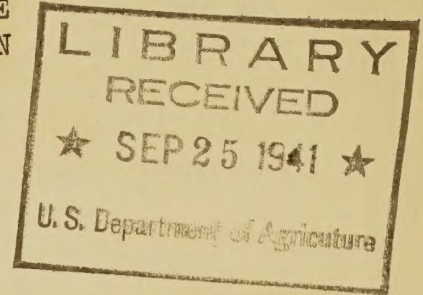


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Reserve

Issued September 16, 1941

UNITED STATES DEPARTMENT OF AGRICULTURE  
AGRICULTURAL ADJUSTMENT ADMINISTRATION  
Washington, D. C.

INSTRUCTIONS TO PROCESSORS FOR  
PREPARING SB-507, 1941 SUGAR BEET  
MARKETING REPORT



Prepare a separate report, in triplicate, of growers in each county within each factory district. Do not report the names of growers from more than one county on the same page. Where conveniently possible record names of growers alphabetically within each loading station or minor civil division in the county. Number the pages consecutively for each county report and complete the heading on each such report.

It has been the procedure in the past to prepare this report when delivery of the crop from all farms in the district has been completed. In order to speed up payments on the 1941 crop, it is urged that in districts using the so-called "individual test" contract, partial reports be submitted periodically during the harvest season whenever a substantial number of growers have completed delivery. In districts using another type of contract, the report should be submitted for all farms as soon as delivery is completed from all farms in the district. No entry will be made in column (6) in this case and the State office should be advised of the district average sugar content at the completion of the factory run.

Column (1). Record the company contract number of each sugar beet grower.

Column (2). Record the name of the grower, and below the name of each grower insert the names of other persons known to be (a) owners of a part of the sugar beet crop, or (b) owners of the land on which the sugar beets were grown.

Column (3). Record the address of each person listed in column (2).

Column (4). Indicate the land tenure of each person listed in column (2) by inserting the letter "O" for the owner and "T" for tenant.

Column (5). Record to the nearest tenth of a ton the number of tons of sugar beets delivered.

Column (6). For districts in which settlement is based on an individual test, record to the nearest hundredth of a percent the average sugar content of the sugar beets delivered by each grower listed in column (2). For other districts the entry will be made in the State office.

The number of pages of the report and the signature and title of the authorized agent of the company, together with the date of the signature, should be given on the last page of each county report.

Forward the original and two copies of each county report to the State Agricultural Conservation Committee of the State in which the county is located.







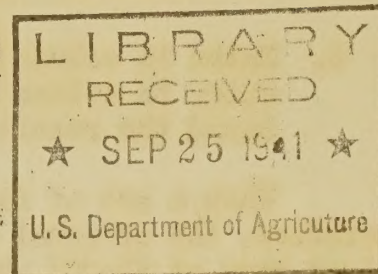
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Reserve

Issued September 16, 1941

UNITED STATES DEPARTMENT OF AGRICULTURE  
AGRICULTURAL ADJUSTMENT ADMINISTRATION  
Washington, D. C.

INSTRUCTIONS TO STATE COMMITTEES  
FOR COMPLETION OF SB-507,  
1941 SUGAR BEET MARKETING REPORT



SB-507, 1941 Sugar Beet Marketing Report, will be received in triplicate (original and two copies) from sugar companies who process sugar beets produced in the State. A separate report should be received for each county in the State from which sugar beets are delivered to any beet sugar factory, although in districts using the so-called "individual test" contract, partial reports may be received periodically, listing data for growers who have completed delivery.

All computations described herein shall be carried two decimal places beyond the number of decimal places required in the result and rounded back to the required number of decimal places. In rounding, if the digits beyond the required number of decimal places amount to 50 or less, they shall be dropped and if such digits amount to more than 50, they shall be counted as one and added to the figure in the next decimal place to the left.

Entries in columns (5) and (6) of SB-507 should be shown in tenths and hundredths, respectively. However, if the sugar company has expressed entries in such columns to a greater number of decimal places, such entries shall be rounded back to the proper number of decimal places.

When SB-507 is received from a sugar company which contracts sugar beet acreage under that type of agreement known as an "individual test contract," complete all copies of such form as follows:

1. Enter in column (7) the rate of commercially recoverable sugar per ton of sugar beets. For each producer, enter the rate shown on SB-416 for sugar beets of the percentage of sugar content shown in column (6) of SB-507.
2. Enter in column (8) for each producer the result obtained by multiplying the entry in column (5) by the entry in column (7). Round such result to one decimal place.

Where sugar beets are contracted under another type of agreement, complete all copies of SB-507 as follows:

1. Enter in column (6) the average percentage of sugar content of the cossettes of all of the sugar beets delivered from the district, as reported by the sugar company to the State committee. Such entry need be made only once on each sheet.
2. Enter in column (7) the rate of commercially recoverable sugar per ton of sugar beets. Such entry need be made only once on each sheet and shall be obtained by multiplying the entry in column (6) by .1946. Round the result to three decimal places.



3. Enter in column (8) for each producer the result obtained by multiplying the entry in column (5) opposite such producer's name by the entry in column (7). Round the result to one decimal place.

When a set of forms SB-507 for a county has been completed and all computation verified, the original of such SB-507 shall be forwarded to the county office. The first copy of SB-507 shall be forwarded to the Sugar Division, Department of Agriculture, Washington, D. C., and the second copy shall be retained in the State office.